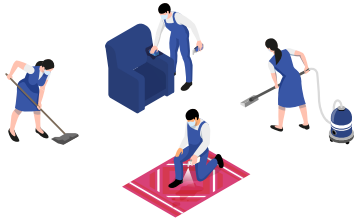# SAFE RETURN CHECKLIST:
WORKPLACE ESSENTIALS

1. PREPARE THE WORKPLACE

- ☐ Arrange for an initial deep cleaning of the entire office or workplace – including bathrooms, surfaces, doors, windows, and all handles.

- ☐ Establish cleaning policies, and plan for changes to the scope and timelines of cleaning services.

- ☐ Check with the landlord about lobby and common area cleaning policies, and ensure your plans are in compliance with building policies.

- ☐ Order ahead sufficient sanitizing and protective supplies – including hand sanitizers, wipes, antibacterial cleansers, bleach, soap, paper towels, gloves, and masks.

- ☐ Verify, through education, all cleaning products used are in compliance with OSHA and CDC guidelines.

2. DEVISE A SOCIAL DISTANCING PLAN

- ☐ Consider staggering employees' office schedules across days, or phasing in groups' return to work, in order to reduce the density of people in the office.

- ☐ In open floor plans, move desks to distances of 6 feet and/or insert protection panels or barriers between desks that extend to standing height.

- ☐ Re-arrange offices and conference rooms to position chairs 6 feet apart, marking floors to designate their required locations and removing extra chairs. Consider virtual conferences, if physical conference rooms aren't large enough.

- ☐ Prop open every internal office door possible with a door stop to avoid people using handles and touching surfaces going in and out of office areas.

- ☐ Devise a traffic flow plan, with one-way movement in a given aisle and to eliminate traffic that is too close to people's desks, in narrow hallways, or in entry/exit paths of conference rooms. Signpost the directions accordingly with floor decals.

3. DETERMINE OFFICE PROTOCOLS/POLICIES

- ☐ Re-imagine building security entrance procedures to enforce social distancing of 6 feet and eliminate public use of touchscreens; consider advance online registration.

- ☐ Control employee and visitor entry to office areas, incorporating a consistent set of protocols to ensure social distancing and personal safety – including infrared temperature monitoring, face mask checks, and hand sanitizing.

- ☐ Establish policies for handling deliveries (including food), as well as shipping/mail and boxes in and out of the office.

- ☐ Prohibit, limit, or require cleaning per use of high-touch office tools like whiteboards, touchscreens, coffee machines, water coolers, copy machines, etc.

- ☐ Create signs to communicate policies in key areas, including bathrooms, reception areas, kitchens, open work spaces, etc. Consider limiting communal areas to one person at a time, such as kitchens, copier/supply rooms.

STAY SAFE, TOGETHER.

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